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ABSTRACT

The handbook contains guidelines, information and forms to help in teaching and administration at the Orange County, Florida, public schools Chapter 1 neglected or delinquent institutions. Included are the following: (1) information on eligible schools; (2) lists of staff and staff assignments; (3) complaint procedure and forms; (4) teacher duties; (5) tutor job description; (6) guidelines for tutors; (7) documentation records; (8) sign-in sheets; (9) program schedule; (10) student roster maintenance form and directions; (11) reading coordination forms; (12) expenditure and requisition forms; (13) forms request. (PS)

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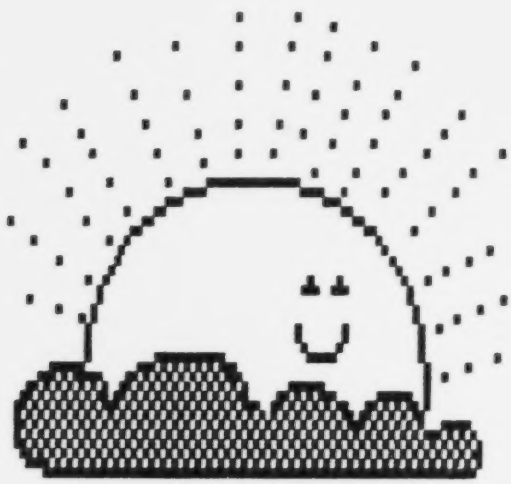
ECIA CHAPTER I

NEGLECTED OR DELINQUENT CENTERS



HANDBOOK

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1986-1987

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ORANGE COUNTY PUBLIC SCHOOLS
P.O. Box 271 • 434 North Tampa Avenue • Orlando, Florida 32802

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
ELIGIBLE SCHOOLS, 1986-1987

The forty-eight (48) Chapter I schools are listed in order of eligibility based on selection procedure utilizing percent of economically disadvantaged students.

SCHOOLS	PERCENT	SCHOOLS	PERCENT
1. MAXEY	93.67	25. BLANKNER	50.26
2. IVEY LANE	91.14	26. DILLARD STREET	47.91
3. WHEATLEY	89.68	27. LAKE WESTON	46.74
4. HUNGERFORD	79.82	28. KILLARNEY	45.97
5. TILDENVILLE	76.89	29. LANCASTER	43.97
6. HILLCREST	76.03	30. SADLER	42.82
7. ORLO VISTA	71.99	31. LAKE SILVER	42.75
8. ORANGE CENTER	68.36	32. PRINCETON	42.53
9. APOPKA ELEM	67.57	33. DURRANCE	41.75
10. GRAND AVENUE	67.46	34. CYPRESS PARK	41.69
11. TANGELO PARK	65.66	35. HIAWASSEE	41.64
12. ROCK LAKE	62.58	36. PALMETTO	39.53
13. CATALINA	60.81	37. LOVELL	39.43
14. PINELOCH	60.13	38. RIDGEWOOD PARK	38.22
15. LAKE COMO	58.48	39. BONNEVILLE	36.32
16. WASHINGTON SHORES	58.39	40. SPRING LAKE	36.31
17. PINE HILLS	56.20	41. OAK HILL	35.98
18. RAY, MOLLIE	54.09	42. ROLLING HILLS	35.24
19. FERN CREEK	53.74	43. DREAM LAKE	34.42
20. ZELLWOOD	53.61	44. AZALEA PARK	33.26
21. ECCLESTON	52.76	45. OCOEE	32.69
22. KALEY	51.97	46. ENGELWOOD	32.66
23. RICHMOND HEIGHTS	51.94	47. LOCKHART	32.32
24. COLUMBIA	51.17	48. CLARCONA	

NEGLECTED OR DELINQUENT CENTERS

1. BETA HOUSE
2. ORANGE HOUSE
3. LITTLE RED SCHOOL HOUSE
4. ORLANDO REGIONAL DETENTION CENTER
5. THEE DOOR

NON-PUBLIC

1. ST. ANDREWS
2. ST. CHARLES
3. ST. JAMES
4. ST. JOHN
5. GOOD SHEPHERD
6. PAL ACADEMY

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7/16/86

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT INSTITUTIONS
HANDBOOK

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ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
DISTICT STAFF

SENIOR ADMINISTRATOR	LOUIS L. FOSTER 423-9281
PROGRAM CONSULTANTS	MAXIE CINNAMON 422-3200 X640
	RUTHENIA WARD 422-3200 X636
DISTRICT RESOURCE TEACHERS	DEBRA ALLEN 422-3200 X468
	ROBERT ALLEN 422-3200 X638
	CAROLYN DORMAN 422-3200 X576
	ELAINE THOMPSON GARDNER 422-3200 X642
	CAROL HARTMAN 422-3200 X669
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SECRETARIES	TBA 422-9281
	EVA GIBBS 422-3200 X309
PROGRAM ASSISTANT (FINANCE AND PERSONNEL)	DIANE MCCALLAN 422-3200 X637
CHAPTER I OFFICE ADDRESS	434 North Tampa Avenue Orlando, Florida 32805
(For Courier)	Program Consultants Station 210 Administrative Center
	Resource Teachers Station 402 Chapter I Annex

l/mf/122
7/16/86

CHAPTER I
SCHOOL ASSIGNMENTS 1987

Group 1 - Ruthenia Ward
Program Consultant

Carolyn Dorman, Resource Teacher

1. Blankner
2. Dillard Street
3. Ivey Lane
4. Maxey
5. Oak Hill
6. Ocoee
7. Orange Center
8. Orlo Vista
9. Pine Hills
10. Ridgewood Park
11. Rock Lake
12. Spring Lake
13. Tildenville

Bob Allen, Resource Teacher

1. Grand Avenue
2. Lake Silver
3. Mollie Ray
4. Rolling Hills

Elaine Gardner, Resource Teacher

1. Apopka
2. Clarcona
3. Dream Lake
4. Hiawassee
5. Hungerford
6. Killarney
7. Lake Weston
8. Lockhart
9. Lovell
10. Princeton
11. Richmond Heights
12. Wheatley
13. Zellwood

Group 2 - Maxie Cinnamon
Program Consultant

Debra Allen, Resource Teacher

1. Columbia
2. Cypress Park
3. Durrance
4. Eccleston
5. Fern Creek
6. Hillcrest
7. Lake Como
8. Palmetto
9. Pineloch
10. Sadler
11. Tangelo Park

Bob Allen, Resource Teacher

1. Beta
2. Detention Center
3. Little Red School House
4. Orange House
5. Thee Door

Carol Hartman, Resource Teacher

1. Azalea Park
2. Bonneville
3. Catalina
4. Engelwood
5. Kaley
6. Lancaster
7. Washington Shores
8. Good Shepherd
9. PAL Academy
10. St. Andrew
11. St. Charles
12. St. James
13. St. John Vianney

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ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
PRINCIPAL'S RESPONSIBILITIES

A. The principal's responsibilities for ECIA Chapter I personnel are the same as for other personnel at the school:

   a. recommends employment
   b. supervises
   c. evaluates
   d. takes steps for dismissal when necessary

B. Substitutes are available for ECIA Chapter I teachers. The procedures for securing substitutes for Chapter I teachers are the same as for other teachers. It is important that substitute expenditures be charged to the budget of the appropriate project. A "Request for Substitute Teacher Pay Form" (gold) must be completed and forwarded to Lee Foster, project administrator. If additional gold forms are needed, contact Kathy Gary, 422-3200, extension 645.

NOTE: SUBSTITUTES ARE NOT PROVIDED FOR CHAPTER I STAFF DEVELOPMENT ACTIVITIES.

C. There are no provisions for employing substitutes for tutors or assistants. However, for an extended absence, temporary appointments are appropriate. Contact the Chapter I office for approval.

D. A Personnel Transaction Form should be completed immediately upon appointment, reappointment, change (within school), transfer (to a different work location-federal or county), or termination, and sent directly to Diane McCallan, program assistant, ECIA Chapter I, Station 210, Administrative Center.

   Extra forms are available at the Personnel Office, Administrative Center, Tampa Avenue.

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
COMPLAINT PROCEDURE

Education Consolidation and Improvement Act of 1981

I. Definition -- A "Chapter I complaint" is a claim by a person that the district or an individual school is in violation of Chapter I of the Education Consolidation and Improvement Act of 1981.

II. Who May Complain?

1. Any parent residing in the district.
2. Any teacher employed in the district.
3. Other concerned individuals of the district.
4. Other concerned organizations of the district.

III. Complaint Procedure

1. Execute a Chapter I complaint form (available in district office).
2. Submit the Chapter I complaint form to the Chapter I project administrator.
3. The Chapter I project administrator shall investigate the complaint to determine if the complaint is legally warranted and shall endeavor to resolve the complaint.
4. A written decision of the disposition of the complaint shall be forwarded to the complaintant not to exceed 30 days following the filing of the complaint.

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
COMPLAINT FORM

1. NAME OF INDIVIDUAL OR ORGANIZATION MAKING COMPLAINT.

_____
Name

_____
Address

_____
Phone

2. NATURE OF COMPLAINT: (to be completed by complaintant.) Please be specific as to the complaint: identifying school, individual, or program involved and other pertinent facts applicable. Add attachment if necessary.

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I RESOURCE TEACHER
NEGLECTED OR DELINQUENT CENTERS

Typical Duties

The Chapter I Resource Teacher, responsible to the principal of the center, supports the reading and mathematics instruction of the regular classroom teacher by delivering supplemental instruction and assisting Chapter I Tutors.

1. Delivers no less than fifty (50) instructional sessions of twenty-five (25) minutes weekly to no more than two (2) students in a group, except those weeks in which Chapter I/Alternative Education staff development occurs. Students will receive at least three (3) twenty-five (25) minute tutorial sessions three (3) days per week.

2. Coordinates the activities of Chapter I Tutors: scheduling instructional time, selecting appropriate teaching materials, and assisting with interpreting prescriptions.

3. Confers with classroom teachers every two weeks to coordinate instruction, except at Detention Center where conferences occur daily.

4. Assures the documentation of conferences and coordination of student's programs by having the classroom teachers initial plan book every two weeks.

5. Maintains current daily schedules and plans.

6. Assumes the responsibility of coordinating, facilitating and maintaining the documental records for local, state and federal agencies.

   a. Rosters
   b. Testing documents
   c. Requisition forms
   d. Reading and math expenditure forms
   e. Inventories
   f. Movement orders

7. Maintains documentation in the plan books of prescribed skills, materials to be used, teaching strategies, conferences with classroom teachers and tutor conferences/inservice.

8. Organizes materials and equipment in the designated Chapter I location.

9. Orders appropriate authorized reading/math materials and supplies to meet students' needs. Maintains copies of all requisition/expenditure forms.

10. Maintains a record of materials and supplies ordered by dating receipt of items on the blue copy of the requisition form. (Indicate back orders by BO)

11. Schedules weekly meetings with the Chapter I tutors to articulate program and student needs.

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Resource Teacher Typical Duties:

12. Assigns eligible students to tutors.

13. Verifies that the tutors' plans document coordination with skills prescribed and that plans indicate materials and activities.

14. Coordinates schedules of the tutors.

15. Observes each tutor monthly to determine strengths and weaknesses. Schedules follow-up conferences.

16. Attends Chapter I staff development activities.

17. Provides orientation activities for faculty and new teachers hired after the initial orientation.

18. Confers with assigned district level Chapter I staff.

19. Other duties as assigned.

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I TUTOR
NEGLECTED OR DELINQUENT CENTERS

Job Description

The Chapter I Tutor, responsible to the principal, supports the reading and math instruction of the regular classroom teacher(s). The tutor will assist with the instructional process for target students by providing activities to reinforce reading and math skills previously taught by the classroom teacher(s).

TYPICAL DUTIES

1. Delivers no less than fifty (50) tutorial sessions of twenty-five (25) minutes weekly to no more than two (2) students in a group except those weeks in which Chapter I/Alternative Education staff development occurs. Students will receive at least three (3) twenty-five (25) minute tutorial sessions three (3) days per week.

2. Confers with classroom teachers every two weeks, except at Detention Center where coordination will occur daily, in order to match the teaching approach used in remediating prescribed skills.

3. Meets with Chapter I Resource Teacher/team to articulate program/student needs.
4. Maintains a plan book of prescribed skills, materials, and activities which have been initialed by the classroom teacher(s) bimonthly.

5. Assists the Chapter I team in the selection and construction of curriculum materials.

6. Attends Chapter I staff development activities.

7. Assists in maintaining an inventory of materials and equipment.

8. Maintains an updated schedule of student contacts.

9. Maintains records required for on-site review.

10. Other duties as assigned.

NOTE: The tutors at Thee Door and BETA must maintain monthly student rosters and submit a copy to the Chapter I office on the last school day of each month, and will be responsible for the documental records. (See Resource Teacher duties.)

QUALIFICATIONS:

EDUCATION: The Chapter I tutor must possess a high school diploma or G.E.D. equivalent.

EXPERIENCE: Prior work experience with children is desirable.

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ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT CENTERS
GUIDELINES FOR THE USE OF CHAPTER I TUTORS

Following is a synopsis of service provided by Chapter I tutors at the N or D centers:

Center	Weekly Sessions Required	Grades	Minimum Minutes per Component per Week
Detention Center	50	3 - 12	75
Orange House	50	5 - 12	75
Little Red School House	50	5 - 12	75
Thee Door	50	5 - 12	75
Beta House	50	5 - 12	75

Tutors are responsible for:

1. Working a 7 1/2 hour day, which includes a 1/2 hour duty-free lunch period.
2. Working with each identified Chapter I student, individually, or in small groups not to exceed two. Tutors will provide no less than 50 tutorial sessions per week (25 for part-time tutors).
3. Using the materials provided in the program, or other materials recommended by the classroom teacher, to reinforce reading or math skills identified and previously presented by the classroom teacher.
4. Maintaining plan books of identified skills, materials, and activities for each student served.
5. Conferring with the classroom teacher bimonthly to determine students' needs and progress. (Said conference documented in the plan book.)
6. Maintaining discipline standards established by the classroom teacher.
7. Assisting the Chapter I resource teacher in the organization and maintenance of materials and equipment in the Chapter I resource room.

Tutors may not:

1. Assume the responsibility of working with any students other than those identified as Chapter I students.
2. Perform clerical tasks (running dittoes, grading papers, etc.).
3. Substitute for classroom teachers, or perform noninstructional duties.
4. Assign homework to students without the approval of the classroom teacher.
5. Grade students for the purpose of reporting to parents.

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ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED AND DELINQUENT CENTERS
DOCUMENTATION RECORDS

STUDENT ROSTER/MAINTENANCE FORM

The roster documents that eligible students are receiving appropriate Chapter I services. The monthly Student Roster Reports are to be filed and retained for (5) five years.

SCHEDULES

Schedules provide records needed to document that the required amounts of services are being provided to eligible target students. New schedules need to be submitted anytime there is a change in student contacts and/or a change in time students are served. Schedule sheets are to be filed and retained until the end of the current school year.

PLAN BOOKS

Plan books provide records needed to document that skills prescribed by the LEA classroom teachers are being reinforced/remediated. Plans for how the skills are to be reinforced/remediated need to be completed prior to student contact. Plan books are to be filed and retained for three (3) years.

REQUISITIONS

Requisitions will originate at the school site. The blue copy is to be retained by Chapter I personnel until the end of the current school year.

EXPENDITURE FORM/BUDGET ALLOCATION MEMO

The reading and math expenditure forms will provide a record of purchase and a current balance. These forms are to be updated after each purchase and retained along with the budget allocation memo until the end of the current school year.

PROPERTY INVENTORY/INSTRUCTIONAL MATERIALS INVENTORY

Verify all equipment and furniture listed on the property inventory print-out; provide an up-to-date inventory of all instructional materials; i.e. kits, games, books, etc. with an appropriate check-out system.

INSERVICE/ORIENTATIONS

Inservice announcements document that opportunities have been extended to Chapter I personnel to participate in staff development activities. These memos are to be filed and retained until the end of the current school year.

Sign-in sheets for orientation activities at your site for teachers document that this service has been provided by Chapter I personnel. These records are to be retained until the end of the current school year.

1/CHAP/167.13

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
ORIENTATION SIGN-IN SHEET

SCHOOL _____ DATE _____

NAME	POSITION

1/CHAP/169/X
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ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT CENTERS
PROGRAM SCHEDULE

DATE: _____

SCHOOL: _____ CHAPTER I PERSONNEL: _____

	Student's Name	Room #	LEA Teacher	Mon	Tues	Wed	Thur	Fri	Total Weekly Contact
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
	Total Daily Contact								

Copies: Principal (1); Chapter I District Staff (1);
Chapter I Resource Teacher (1)

1/chap/167.3

ORANGE COUNTY PUBLIC SCHOOLS
ECIA CHAPTER I
NEGLECTED OR DELINQUENT CENTERS
STUDENT ROSTER/MAINTENANCE FORM

SCHOOL NUMBER | SCHOOL NAME | RESOURCE TEACHER/TUTOR | DATE

SCHOOL YEAR (1 2) (DUP) COUNTY (3 4) 4 8 (DUP)

STUDENT NAME	STUDENT NUMBER (5 6 7 8 9 10 11 12 13 14)	* GRADE (15 16)	** RACE (17)	*** COMPONENT CODE (18)	PRE-TEST %'s R (19 20)	PRE-TEST %'s M (21 22)	POST-TEST %'s R (23 24)	POST-TEST %'s M (25 26)	ENTRY DATE (27 28 29 30 31 32)	DROP DATE (33 34 35 36 37 38)	SEX (39)

* GRADE ASSIGNED = numeric e.g. 04

** RACE = White-1; Black-2;
Hispanic-3;
Asian or Pacific Islander-4;
American Indian-5

*** COMPONENT CODE = R, M, or B
(R) = reading, (M) = math, (B) = Both

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17

18

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT CENTERS
STUDENT ROSTER/MAINTENANCE FORM DIRECTIONS

1. SCHOOL YEAR
   Fields 1-2 Must indicate current school year. (86)

2. COUNTY
   Fields 3-4 County Number (48)

3. STUDENT NAME - STUDENT NUMBER
   Fields 5-14 Student number for students must be correct.

4. GRADE
   Fields 15-16 Lead zeros must be used (e.g. 04, 01) for numerals less than ten. Use a separate sheet for each grade level.

5. RACE
   Field 17 Use code given on form.

6. COMPONENT CODE
   Field 18 Use R or M to indicate single component contacts. Use B to indicate double contacts.

7. PRE-TEST %'s POST-TEST %'s
   Fields 19-26 Lead zeros must be used for single digits.

8. ENTRY DATE/DROP DATE
   Fields 27-38 Do not include dashes or slashes in dates. Lead zeros will be needed for single digit months.

9. SEX
   Field 39 Use M and F.

10. DATE
    Date as of last school day for each month.

11. SCHOOL NUMBER
    A four digit number has been assigned to each center. It will be necessary to use this number on all roster maintenance forms.

1/Chap/167.10

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED AND DELINQUENT
READING COORDINATION FORM

INTRODUCTION:

The purpose of the coordination form is to insure meaningful coordination/support to the regular classroom teacher's prescription for each student. The listing of skills on this form constitutes a range of reading in the content area and language-related skills.

STUDENT _____ QUALIFYING TEST SCORE _____% ile

CHAPTER I PERSONNEL _____ DATE _____/_____
(Entry) (Withdrawal)

S/A S/P
( ) ( ) 1. Expresses needs, desires, and feelings verbally
( ) ( ) 2. Describes story characters and their feelings
( ) ( ) 3. Recalls and shares information
( ) ( ) 4. Relates a sequence of events
( ) ( ) 5. Hypothesizes
( ) ( ) 6. Asks relevant questions
( ) ( ) 7. Recognizes central meaning
( ) ( ) 8. Recognizes cause/effect relationships
( ) ( ) 9. Recognizes problems and their solutions
( ) ( ) 10. Makes predictions
( ) ( ) 11. Relates literature to personal life
( ) ( ) 12. Distinguishes between fact/fantasy/opinion
( ) ( ) 13. Draws conclusions and makes inferences
( ) ( ) 14. Makes judgments
( ) ( ) 15. Makes comparisons
( ) ( ) 16. Recognizes mood
( ) ( ) 17. Elaborates/Expands on the text
( ) ( ) 18. Classifies/categorizes information
( ) ( ) 19. Recalls facts/details
( ) ( ) 20. Locates information
( ) ( ) 21. Follows directions
( ) ( ) 22. Recognizes different types of fiction: biographical fiction, fables, foketales, historical fiction, myths, tall tales, legends, narrative, fantasy, realistic fiction, science fiction, etc.
( ) ( ) 23. Recognizes story elements: characters, setting, theme, plot (problem/solution)

S/A S/P
( ) ( ) 24. Recognizes bias/propaganda
( ) ( ) 25. Recognizes descriptive language: idioms, similies, metaphors, personification
( ) ( ) 26. Recognizes different types of non-fiction: narrative, expository writing, autobiography, biography, fictionalized biography informational article, personal narrative
( ) ( ) 27. Recognizes various poetic forms: narrative poem, lyric poem, haiku, limerick, concrete poetry, etc.
( ) ( ) 28. Organizes information: outlining, summarizing, etc.
( ) ( ) 29. Use maps, tables, graphs
( ) ( ) 30. Uses information from schedules,diagrams, charts, timetables
( ) ( ) 31. Makes and interprets time lines
( ) ( ) 32. Uses chapter headings, bibliographies, glossaries, appendices, table of contents, and indexes
( ) ( ) 33. Uses special reference sources: atlas, encyclopedia, almanac, dictionary, telephone directory, newspaper
( ) ( ) 34. Recognizes and interprets punctuation marks: colons, semicolons, dashes, ellipses, parentheses, quotation marks
( ) ( ) 35. Recognizes, interprets, and uses commas: direct address, to set off direct quotes, commas in a series, commas in apposition, in dates, in business and personal letters, etc.

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ADDITIONAL SKILLS

S/A S/P

( ) ( ) 36. Understands and interprets typographical variations: italics, boldface type, underscoring, capital letters, etc.

( ) ( ) 37. Understands and uses the apostrophe: contractions, single and plural possession, plural of a number or letter

( ) ( ) 38. Recognizes and uses pronoun and adverb referents

( ) ( ) 39. Uses prefixes and suffixes to get meaning

( ) ( ) 40. Uses context clues to determine meaning of homographs

( ) ( ) 41. Uses visual discrimination clues (word and letter recognition)

( ) ( ) 42. Use auditory discrimination clues

( ) ( ) 43. Recognizes sight words

( ) ( ) 44. Notes syllables

( ) ( ) 45. Recognizes synonyms/antonyms

( ) ( ) 46. Uses SQRRR method of study: surveys, questions, reads, recites, reviews

( ) ( ) 47. Uses different writing modes: letter, story, instructions, lists, etc.

( ) ( ) 48. Uses content editing: drafting, revising

☐ S/A Skill Assigned (LEA)

☐ S/P Skill Presented (Ch. I)

1/mf/103.1

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT CENTER
SUPPLIES & MATERIALS EXPENDITURE FORM

SCHOOL: _____

CHAPTER I PERSONNEL: _____ ALLOCATION: _____

DATE	ITEM DESCRIPTION	AMOUNT AVAILABLE	AMOUNT SPENT	AMOUNT IN ACCOUNT

1/chap/167.12

REQUISITION

TO: SUPERINTENDENT OF SCHOOL BOARD OF ORANGE COUNTY, FLORIDA

19

(1) SUGGESTED SUPPLIER

Central Florida School Supply

ADDRESS 1331 West Church Street

CITY & STATE Orlando, FL 32805 (Zip Code)

(2) WORK LOCATION NUMBER 9600

NAME (School or Dept.) Division of Instruction

ORIGINATOR'S REQ. NO.

Louis L. Foster (REQUESTING PERSON) DATE 7/2/86

PRINCIPAL, DEPT. HEAD, OR DIVISION HEAD (Sign Here) DATE

(3) DELIVER TO (Full Address Inc. Zip Code)

Orange County Schools, Chapter I - Warehouse
410 Woods Avenue
Orlando, FL 32805

(4) ATTN. OF Diane McCallan/Louis L. Foster

(5) SPECIAL PROGRAM:

NAME Chapter I 480-21270-87301

and/or NUMBER 4731

(6) EPRMS Program No.

(7) (INFORMATION REQUIRED ON ALL LINES)

TYPE OF ITEM (I.E. LIBRARY BOOKS, EQUIPMENT, TEXTBOOKS, WORK BOOKS, FILMS, FILMSTRIPS, ETC.)

AREA OR DEPARTMENT (I.E. GENERAL SCHOOL USE, SCIENCE, BAND, 1ST GRADE, ETC.)

(8) Object 510

(9) Function 5100

(10) Program Cost Category 900

(11) QUANTITY	DESCRIPTION AND SPECIFICATIONS (TYPE)	UNIT PRICE	TOTAL PRICE
1	Action Fraction Games (Circles)	13.99	13.99
1 PKG	Writing Chalkboards (1 pkg. of 10) ID# 3436	29.95	29.95
	WAREHOUSE DELIVER TO: Happy Day Elementary School Attention: Merry Martin		
		Page Total $	43.94
		GRAND TOTAL $	43.94

FOR COUNTY LEVEL USE ONLY

VENDOR 31 32 33 34 35 36 37

BATCH 77 78 79 80 P

TEMPORARY ENCUMBRANCE #

PROCUREMENT APPROVAL

BUDGET APPROVAL

SPECIAL APPROVAL

SPECIAL APPROVAL

(12) Materials have been received in good condition, and payment may be approved.

APPROVED SIGNATURE

DATE RECEIVED

Form PUR No. [illegible]

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
DIRECTIONS FOR COMPLETING REQUISITIONS

1. SUGGESTED SUPPLIER

   Give complete name of vendor, address, city, state and zip code.

2. WORK LOCATION NUMBER

   a. Give the Four-Digit, Work Location Number: 9600
   b. Name of Department: Division of Instruction
   c. Originator's Requisition Number: Number consecutively
   d. Requesting Person: Louis L. Foster
   e. Date: Date of requisition
   f. Principal, Department Head, or Division Head: Leave blank (Louis L. Foster's signature)
   g. Date: Leave blank (Date requisition is approved by Chapter I office)

3. DELIVER TO:

   Orange County Schools, Chapter I - Warehouse
   410 Woods Avenue
   Orlando, FL 32805

4. ATTENTION OF:

   Diane McCallan/Louis L. Foster

5. SPECIAL PROGRAM

   a. Name: 480-21270-87301
   b. and/or Number: 4731

6. EPRMS PROGRAM NO:

   Leave Blank

7. Leave Blank

8. OBJECT: 510

9. FUNCTION: 5100

10. PROGRAM COST CATEGORY: 900

11. DESCRIPTIONS AND SPECIFICATIONS

   a. Quantity: Enter in this column the number of items requested
   b. Description and Specifications: Enter the correct name description and/or specification of the items being requested.
   c. Unit Price: Enter the price per unit
   d. Total Price: Follow directions on back of requisition
   e. Page/Grand Total: Follow directions on back of requisition

   *IMPORTANT NOTE

   Enter at bottom of the "Description and Specifications" section:

   WAREHOUSE DELIVER TO: School Name
   Chapter I Coordinating Teacher

12. RECEIVING REPORT: Leave Blank

ORANGE COUNTY, FLORIDA
ECIA CHAPTER I
NEGLECTED OR DELINQUENT FORMS REQUEST

FORM	QUANTITY
1. Forms Request	
2. Plan Books	
3. Program Schedule (Res. Teachers & Tutors)	
4. Orientation Sign-in Sheet	
5. Reading Coordination	
6. Requisition	
7. Student Roster/Maintenance	
8. Supplies and Materials Expenditure	

_____
(Chapter I Personnel)

_____
(Center)

_____
(Date Requested)

_____
(Date Returned)

Please send to Eva Gibbs, Chapter I Annex, Administrative Center, Station 402.

1/Chap/169.48

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